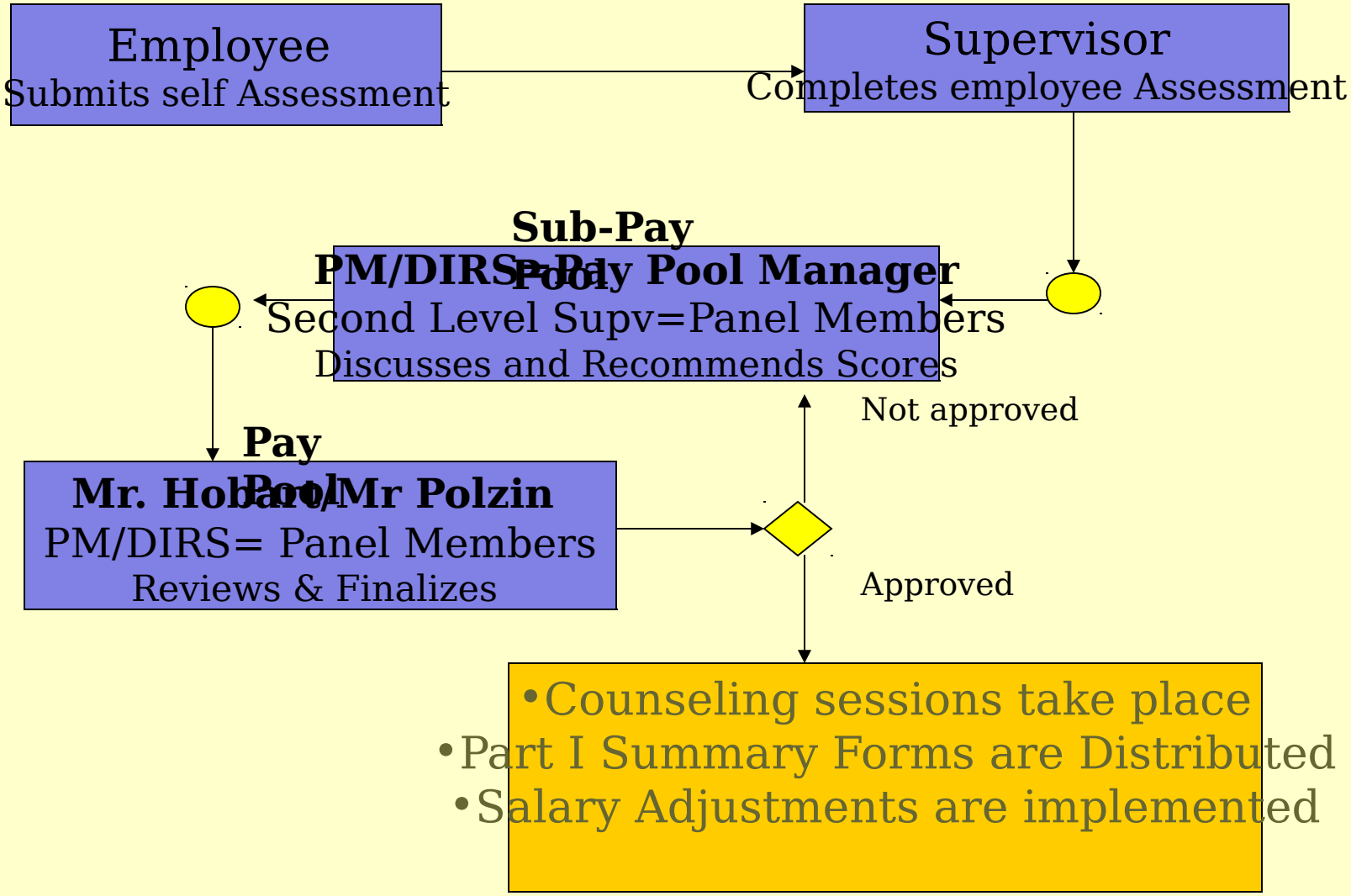
PAY POOL PANEL DELIBERATIONS

Town Hall Meeting

19 Feb 02

The CCAS Process



Pay Pool Structure

- Mr. James Polzin, DRM Mgr, Paypool “303”

  Mr. Warren Williams, PayPool “303” Data Maintainer

- Mr. Robert Hobart, DepCmdr, C4I Mgr, Paypool “302”

  Ms. Shawn Hampton, Pay Pool “302” Data Maintainer

Pay Pool Panel Members

- Program Managers and Directors

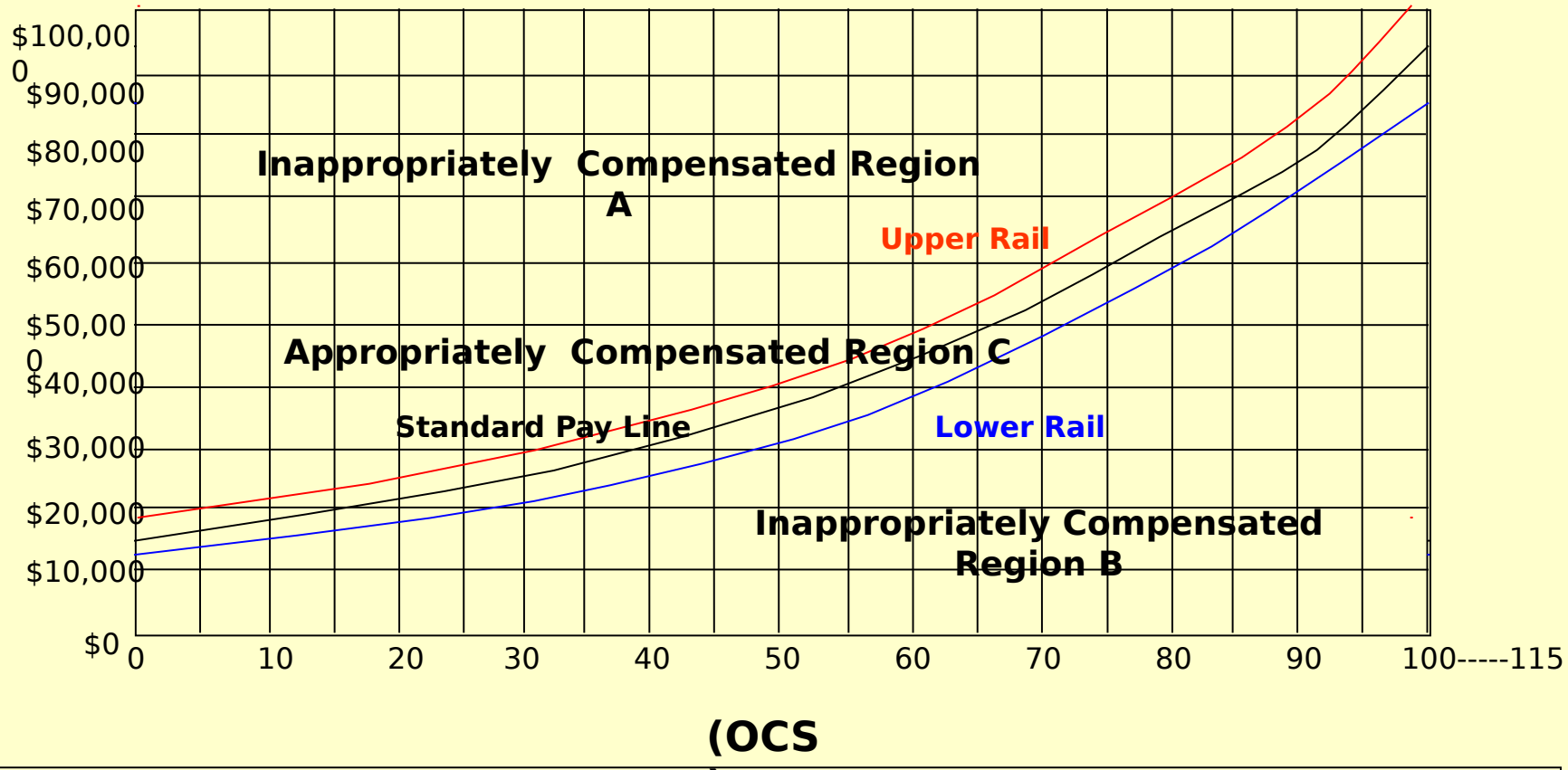
Sub-Pay Pools

- Sub-Pay Pool Composition
  - PM/Dir Is The Sub-Pay Pool Manager
  - Panel Members Are In The Reporting Chain (To The Sub-Pay Pool Manager)
  - Supervisors (1st & 2nd) who are responsible for assessing your contributions
- What are they responsible for?
  - Contribution Discussion/ assess per factor descriptions
  - Reviewing Factor Scores for equity, consistency and fairness
    - Categoric ratings and numerical scores
- A similar process is used at the pay pool level to determine the final OCS

Senior Pay Pool Deliberations

- Three lengthy meetings
  - Advance materials provided by WMD
  - Scattergrams for each sub-pool
  - Categoric ratings/ scores for all pay pool personnel
  - No dollar data at this point
- Members arrive prepared to:
  - Justify their own sub-pool results to other panel members
  - Discuss other sub-pool results, including trends and unusual scores
  - All details and discussions are confidential

CCAS - “THE GRAPH”



- Standard pay line (SPL) plots relationship between base salaries and overall contribution
- Upper and lower rails are 8.0% above and below the SPL.
- Area between rails is the normal pay range.

Score Detail

Categorical Scores						Final Scores								
prb solving	team wk	cust rltns	leader ship	comm	rsrc mgmt	prb solving	team wk	cust rltns	leader ship	comm	rsrc mgmt	Target OCS	2001 OCS	Delta OCS

Pay Pool Deliberations

- 1st Meeting
  - Review scattergrams/rail reports of each sub-pay pool
  - Surface and resolve concerns of disparity of results between sub-pay pools or specific employees
  - Consider average OCS for each sub-pool
  - Consider year to year trends
  - Review rank order of OCS to validate that employees are grouped appropriately by OCS
- Begin review of outliers:
  - Review ALL Region A (validate mid-year reviews/CIPs as appropriate)

Pay Pool Deliberations

- 1st Meeting (continued)
  - Determine a natural break point OCS Delta for detailed review
  - Review break point OCS Delta Region B (hear/validate assessment of all factors)
  - Review employee scores which are outside their broadband
  - Review/validate all ratings of 84 and above
  - Return ratings at issue to sub-pay pool for further review/clarification
  - Identify any situations where scores indicate positions are improperly graded

Pay Pool Deliberations

- 2nd Meeting
  - Complete any outstanding steps from 1st meeting
  - Hear additional/clarifying information from further deliberations of sub-pay pools to resolve any ratings still at issue
  - Consider use of Incentive Awards for recognition where appropriate
  - Ensure presumptive employees have been considered for Cash Awards
  - Consider and recommend thresholds for dollar adjustments and rules for application of award funds

Pay Pool Deliberations

- 3rd Meeting
  - Complete any outstanding steps from 2nd meeting
  - Hear additional/clarifying information from further deliberations of sub-pay pools on ratings at issue
  - Reach final consensus on pay pool results

After three meetings

- Part I’s printed as soon as we get notification of general pay increase “G”
- Parts I/II/III distributed for counseling and signature

Grievance Adjudication

- Final meeting (as needed):
  - Demo Operating Procedures and website describe the process
  - Copies of grievance letters are provided to pay pool members in advance of meeting
  - Sub-pool manager, or immediate supervisor, provides details and comments
  - Pay pool members agree on recommended actions
  - Letter notification to individual
  - Follow on appeal to Deputy Commander if necessary